

Martha T. Berry Medical Care Facility is seeking an Administrator for its 217 bed County Medical Care Facility located in Mt. Clemens, MI. This position reports to the Macomb County Social Services Board. The Administrator is responsible for the overall management and administration of the day-to-day functions, activities and operations of the Facility in accordance with Federal, State and local standards, guidelines and regulations; establishes and ensures compliance with the by-laws and policies of the Facility; implements the guidelines and directives of the Board.

The successful candidate:

- Ensures that the quality and appropriateness of resident care meets or exceeds facility and regulator standards.
- Assures facility is a safe, clean, comfortable, and appealing environment for residents, visitors and staff in accordance with facility guidelines.
- Ensures compliance with applicable legal, regulatory, accreditation and reimbursement guidelines and standards.
- Manages all aspects of state or federal government survey processes.
- Prepares annual budget for facility. Monitors monthly performance of facility in relation to budget and intervenes as needed.
- Recruits, hires, provide orientation/training, and retain a sufficient number of qualified staff to carry out facility programs and services.
- Responsible for grievance process from residents, employees, etc.
- Maintains excellent public relations with Macomb County leadership, medical staff, residents, families, the general public and the community

Requirements:

- Current State of Michigan Nursing Home Administrator License
- Bachelors Degree in Business, Hospital, Health Service or Public Administration or a directly related field from an accredited college or university. Masters Degree in related field preferred.
- Minimum of five (5) years experience in the management and/or administration of a hospital or medical care facility.

Resumes should be sent to:

Linda M. Pointe, PHR

at email: Linda.Pointe@macombcountymi.gov

or by mail to:

Linda M. Pointe, PHR
Martha T. Berry MCF
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